

Attendance Verification (AVR) Process

1. Log in to myKC
2. Click on Kishwaukee College Self-Service (located in Applications area)
3. Select Faculty

NOTE: Attendance verification should not be done until the day after the Att Verif Census Date indicated for the course.

| Section | Times | Locations | Census Dates |
|---|-----------------------------|---------------------------------|---|
| QS-125-1001: Word Processing/Word | TBD 5/31/2022 - 8/4/2022 | Online, - Lab/Lab-Discussion | Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022 |
| QS-133-1001: Spreadsheets/Excel | TBD 5/31/2022 - 8/4/2022 | Online, - Lab/Lab-Discussion | Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022 |
| QS-233-1001: Advanced Spreadsheet/Excel | TBD 5/31/2022 - 8/4/2022 | Online, - Lab/Lab-Discussion | Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022 |

4. Select the course to verify.
5. Click Census.

Deadline Dates

Roster Census Grading Waitlist

Att Verif

Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022

Certify

6. If a student has not attended, choose “Never Attended”. **(Do not enter a last date of attendance.)**

Never Attended

Last Date of Attendance

M/d/yyyy

NOTE: a) If all students have attended there will be no check marks. b) For cross listed classes student may be marked “Never Attended” on one section, but each section must be individually certified.

7. Once complete, click “Certify”
8. Click “Submit” to finish the verification process

NOTE: The time and date of completion will appear to the right on the screen.